



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

DEPUTY CHIEF PROBATION OFFICER (TYPE II)

Announcement #

06-10

Date Opened

September 25, 2006

Closing Date

October 20, 2006, close of business

Location

101 W. Broadway, Suite 700, San Diego, CA 92101

**Duties and
Responsibilities**

The Deputy Chief Probation Officer is the second-in-command, and serves as the primary assistant or alter ego to the Chief Probation Officer in the administration and management of probation and parole services within the Southern District of California. In addition to other duties, the Deputy Chief Probation Officer supervises two Assistant Deputy Chief Probation Officers and all the clerical and administrative managers in the district. The United States Probation Office in the Southern District of California serves 17 district judges and 10 magistrate judges. The district serves San Diego and Imperial Counties and employs approximately 150 probation officers and support staff.

**Additional
Representative
Duties**

The Deputy Chief Probation Officer (Type II) performs duties and responsibilities such as the following:

- Assists the Chief Probation Officer in the formulation, implementation, and modification of policies in the district.
- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts and institutions, and the effective supervision of probationers, supervised releasees, and parolees.
- Is proactive in assessing and developing operational programs, policies and procedures.
- Coordinates and participates in the selection of personnel for appointment and promotion.
- Participates in systematic analysis of performance for all subordinates.
- Monitors the internal controls for the office.
- Assists in estimating personnel needs, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other U.S. probation offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions which are consistent with the Mission, Vision and Values of the organization.
- Identifies training needs and oversees training programs within the district.
- Participates in public relations to explain probation, parole, and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret national and local policies and procedures.
- Performs related duties as required by the Chief Probation Officer and the court.

Judicial Salary Plan - Grade 16

Salary Range

JSP 16, Steps 1-10 \$127,915 - \$152,000 Annually (commensurate with experience)

Qualifications

To qualify for this position, an applicant must have a minimum of seven years specialized experience as a United States Probation Officer, with at least one year of experience as an Assistant Deputy Chief Probation Officer at a CL-31. Experience as a United States Probation Officer in both the Investigation and Supervision Divisions; an advanced educational degree; and leadership or management training are preferred qualifications for this position.

Requirements

Incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Additional preferred skills and abilities

- Excellent verbal and written communication skills
- Problem solving abilities
- Good analytical skills
- Ability to develop and coach others
- Strong technical abilities
- Project management skills
- Ability to maintain good interpersonal relationships
- Decisiveness
- Consensus builder
- Fosters information sharing
- Ability to develop and execute strategic plans
- Builds effective external relationships
- Strong leadership and management skills
- A solid understanding of organization, management, and leadership principles
- Ability to see the "big picture"
- Integrity
- Strong Ethics
- Visionary
- Values continuous professional development

Apply by submitting

1. A cover letter explaining qualifications, your interest in pursuing this position, and how your experience relates to the stated duties, responsibilities and preferred skills and abilities of this position;
2. Resume, which includes dates of employment, salary history, functions managed, the number and composition of personnel, number of years at the CL-31;
3. Most recent three Performance Evaluations;
4. A written statement (not exceeding 5 pages) responding to the question: "What are the most significant internal and external issues facing a probation office, and what strategies would you suggest to overcome them?" As part of the interview, applicants will be asked to give an oral presentation of the written assignment (no audio visual aids); and
5. Any other relevant information you wish to have considered.

Submit materials in an envelope marked "Confidential" to:

Kenneth Young, Chief Probation Officer
United States Probation Office
101 W Broadway, Suite 700
San Diego, CA 92101

UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER